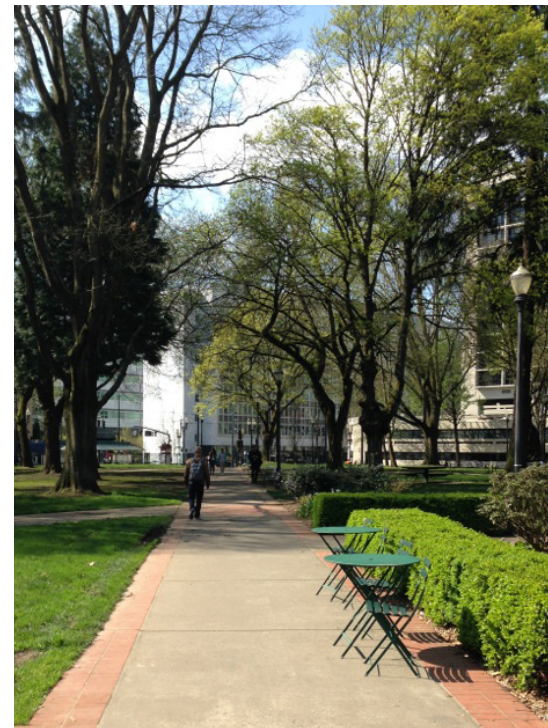


2019 RENTAL AND EVENT MANUAL

DIRECTOR PARK • GATEWAY DISCOVERY PARK • HOLLADAY PARK

Arts | Culture | Community



DIRECTOR PARK • 815 SW Park Avenue • Portland, Oregon 97201
503-823-8087 | directorpark@portlandoregon.gov | directorpark.org

GATEWAY DISCOVERY PARK • NE 106th and NE Halsey • Portland, Oregon 97220
503-823-4116 | gatewaydiscoverypark@portlandoregon.gov | gatewaydiscoverypdx.org

HOLLADAY PARK • NE 11th and NE Holladay Street • Portland, Oregon 97232
503-823-8087 | directorpark@portlandoregon.gov | holladaypark.com

MAILING ADDRESS FOR ALL THREE PARKS

Urban Plazas • 2909 SW 2nd Avenue • Portland, Oregon 97204



PORTLAND PARKS & RECREATION SM

Healthy Parks, Healthy Portland

PORTLANDPARKS.ORG
Commissioner Nick Fish | Interim Director Kia Selley



WHAT IS AN URBAN PARK?

Director Park, Gateway Discovery Park, and Holladay Park are positively activated parks with a focus on arts and culture, that has on-site staff during events, rentals and peak use to ensure our parks are fun, safe and welcoming for all!

- The parks are available for public and private rentals and events.
- Our staff are actively involved in the coordination, education, and day of event site management to ensure your event goes smoothly, to familiarize you with the site and to ensure rental policies and guidelines are followed.
- We will work with you to customize your rental to our unique outdoor spaces and will do event meetings, site walk-through, and provide advice about the space.

Contact us by phone, email or in person to schedule a site tour and/or learn more!

DIRECTOR PARK

815 SW Park Avenue • Portland, Oregon 97201 | 503-823-8087

Located in the heart of Downtown Portland near hotels, shopping, and public transportation; Director Park is a half acre hard-scaped European style piazza with a focus on arts and culture. The focal points in the park are the 25-foot glass canopy over the Lower Terrace, providing cover from the sun and light rain, and Teachers Fountain a spraying fountain offering a cool spot to relax in the summer heat!

- Park Size:** Half-Acre Park
Ideal Event Sizes: Small and medium events
Types of Rentals: Public festivals, private events, galas, film permits, reunions, office celebrations, small fun runs & walks, and commercial sampling.

GATEWAY DISCOVERY PARK

NE 106th and NE Halsey • Portland, Oregon 97220 | 503-823-4116

Located at the corner of NE Halsey & NE 106th street this 3.2 acre park boasts a programmed urban plaza with movable tables and chairs, lawn, accessible playground, nature playground, skate dot, splash pad, and picnic areas.

- Park Size:** 3.2 Acre Park
Ideal Event Size: Small, Medium or Large events
Types of Rentals: It can accommodate small and large public festivals, community events, fun-runs, walks, family reunions, private events, film permits, and picnics.

HOLLADAY PARK

NE 11th and NE Holladay Street • Portland, Oregon 97232 | 503-823-8087

Located in inner NE Portland in Lloyd adjacent to a shopping mall, a movie theatre, and conveniently accessed by the MAX and bus lines.

- Park Size:** 4.34 Acre Park
Ideal Event Size: Small, Medium or Large events
Types of Rentals: It can accommodate large public festivals, community events, fun-runs, walks, and large private events.



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HOW TO RENT AN URBAN PLAZA

1. Call or Email Us!

Ask us your questions, find out about date availability, request a site tour, and get a sense of what site will work best for your event.

Director Park • 503-823-8087 | directorpark@portlandoregon.gov

Gateway Discovery Park • 503-823-4116 | gatewaydiscoverypark@portlandoregon.gov

Holladay Park • 503-823-8087 | directorpark@portlandoregon.gov

2. Submit Event Permit Application

Submit rental application and non-refundable application fee. If you need help filling out the application, call us and we can help you or set-up a meeting with us and we can assist in person.

- \$75 non-refundable application fee for advance applications.
- \$150 non-refundable RUSH application fee applied to:
 - Events applying less than 30 days before event load-in date.
 - A rush estimated invoice within 7 calendar days from submission date of application.

3. Application Review by Urban Parks

Applications will be reviewed and evaluated based on date availability, month requested, complimentary nature to existing programs, ability to adhere to site rules, regulations, noise impact levels, and noise hour restrictions. All applications are based on first come, first serve basis.

4. Application Approval

- **Advance Applications:** After 14 days you will be contacted by email, which includes: an approval/denial for your application, estimated invoice, list of Event Permit Requirements, and information on how to confirm your rental.
- **RUSH applications:** After 7 days, you will be contacted by email to confirm approval/denial for your application and given information on how to proceed with your rental if approved. Please Note: the application RUSH fee is due at time a RUSH application is submitted.

5. Pay Non-Refundable Hold Deposit (Estimated)

This is 50% of your Rental Fee, applies to your rental fees, and is due within 30 calendar days upon application approval email date. Event applications received within 30 days of event start date require payment in full as stated per the estimated invoice due date

- Cash/checks delivered in person via appointment only.
- Checks, payable to City of Portland, can be mailed to: Urban Plazas, 2909 SW 2nd Avenue, Portland, Oregon 97204.
- Credit Card payments by Visa, MasterCard, American Express may be taken by calling:
Director Park: 503-823-8087
Gateway Discovery Park: 503-823-4116
Holladay Park: 503-823-8087

6. Final Payment and Event Permit Requirements

- **Advance Application:** These are due no later than 21 calendar days before your event's first load-in.
- **Rush Application:** Final payment and event permit requirements due dates will vary by application.

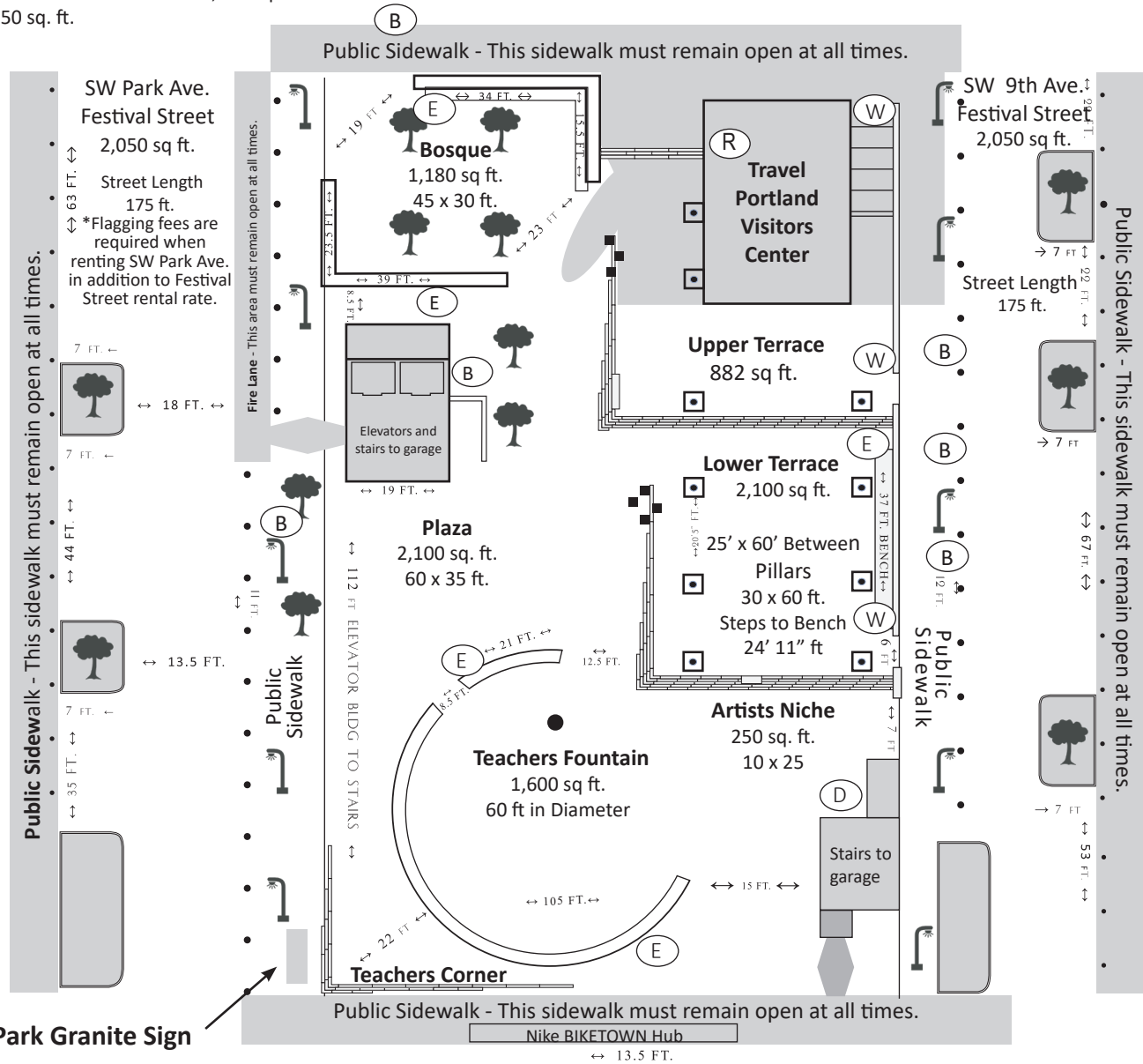
7. Final Event Permit And Receipt

The final event permit and payment receipt will be issued upon receipt of final payment and receiving all completed and approved Event Permit Requirements forms, typically 14 days before your event's first load-in, unless it is a rush application wherein times may vary.

DIRECTOR PARK SITE MAP

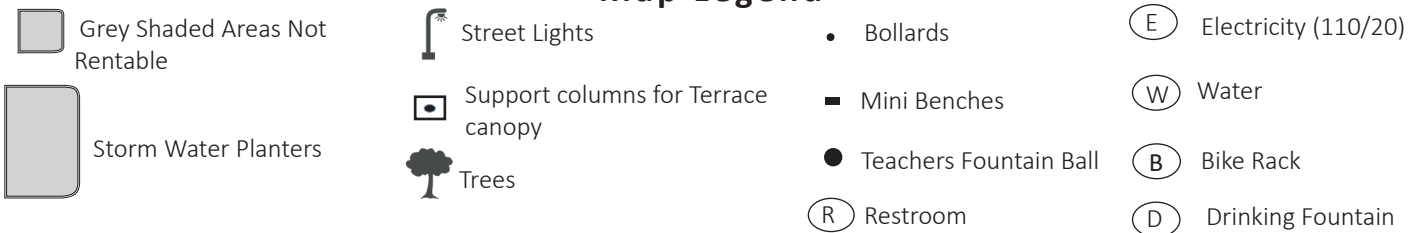
SW Taylor Street

Park and both festival streets: 15,750 sq. ft.
Park 7,550 sq. ft.



**Map is not drawn to scale*

Map Legend



Director Park does not have event power. The park has (1) dedicated circuit of 110 volt /20 amp power and (2) shared circuits of 110 volt /20 amp power. Additional event power requires use of the Vendor of Record for Electricity, Hollywood Lights.

DIRECTOR PARK RENTAL AREAS

LOWER TERRACE

Beneath a 25-foot-high water-resistant glass canopy is a flat open area that can accommodate a variety of event types.

- Area Measures: 25'x58' between pillars and 36'x58' from stairs to bench. Area includes the stairs between the Upper and Lower Terrace.
- Capacity: Standing: 225 people Seated: 175 people
- Electricity: Access to 1 electrical box with 4 outlets, 110 volt/20 amps on two circuits
- Furniture: Set of 10 café tables with 30 metal chairs (Additional tables and chairs can be rented).
- Water access

UPPER TERRACE

A flat open area in front of the Travel Portland Visitor's Center (opening mid-April 2019).

- Area Measures: 21'x24' between pillars and 21'x42' from top of stairs on east side to the planter.
- Capacity: Standing: 50 people
- Electricity: Electrical box outlet located in Lower Terrace
- Water access
- Upper Terrace may only be rented during non-business hours for the Travel Portland Visitor's Center.
- Limited rental dates available for the Upper Terrace. Ask Coordinator for rental availability.

THE PLAZA

Located in the middle of the park, the Plaza is an open space adjacent to the Lower Terrace and Teachers Fountain.

- Area Measures: 60'x35'
- Capacity: Standing: 225 people Seated: 175 people
- Electricity: Access to 1 electrical box with 4 outlets, 110 volt/20 amps
- Furniture: Set of 6 café tables with 18 silver chairs

TEACHERS FOUNTAIN

Encircled by hand-crafted wood benches, it's a great space for performances, food/beverage tastings, and/or seating. Teachers Fountain is a busy summer park attraction.

- Area Measures: 60' in diameter with a dedication sphere inside. *Please note: the space is not a complete circle.*
- Capacity: Standing: 150 people Seated: 100 people
- Electricity: Access to 2 electrical boxes with 4 outlets each, 110 volt/20 amps on a total of two circuits.
- Limited rentals available, with exception of full park rentals, the months of June, July and August.

TEACHERS FOUNTAIN CORNER

In Director Park, on the corner of SW Park & SW Yamhill, this small corner is a highly visible spot of the park and is a great space for activities such as putting a 10'x10' tent for a promotion or commercial sampling.

- Area Measures: 22' deep triangular shape
- Capacity: Standing: 25 people
- No electricity access

ARTIST'S NICHE

This small nook is only available when rented with another park area and is a nice additional space for a stage, band, 10'x10' tent or beverage service.

- Area Measures: 10'x25'
- Capacity: Standing: 25 people
- No electricity access

THE BOSQUE

A tree-shaded, bench-lined nook that works well for small gatherings. There are (4) 16'x16' tree wells in this area.

- Area Measures: 45'x35'total, which includes (4) 16'x16' tree wells.
- Usable space between each tree well is 20' wide.
- Capacity: Standing: 75 people Seated: Varies
- Electricity: Access to 2 electrical boxes with 2 circuits of shared 110 volt/20 amps
- Furniture: Set of 10 café tables with 30 metal chairs.

FESTIVAL STREETS – PARK AVENUE AND 9TH AVENUE

Unique to Director Park, SW Park and SW 9th Avenues and are between SW Taylor and SW Yamhill streets. You can add one or both streets to your event. From Thanksgiving through New Year's Day, and from Memorial Day to mid-June Festival streets may not be rented.

- To rent a Festival Street, a minimum of 21 days notification is required before load-in/event date.
- Director Park will do the street permitting, street closure, sign placement, and reserve flaggers.
- Capacity each street: Standing: 350 people Seated: Varies
- Electricity: There are no electrical outlets adjacent to the Festival Streets; the nearest 110 volt/20 amp boxes can be used.
- Park Avenue Festival Street requires certified flaggers for the entirety of your street closure times to redirect traffic.
- Park Avenue Festival Street requires a Tri-Met Track Access Pass for rental. Director Park staff will obtain for Permittee.
- One or both Festival Streets MUST be rented with another adjacent area in the park and all areas rented must be fully activated and used for the rental.
- Oil pans are required under vehicles that are a part of your event. Paver coverage is required in areas food is being prepared, served or cooked.

FULL USE OF ALL PARK AREAS

Reserving the entire park provides the most flexibility for your event. You may also rent the entire park plus one or two Festival Streets for a larger event footprint. Full Park rentals not renting one or both streets may be required to rent a minimum of two or more parking spaces with PBOT at the expense of the Permittee based on type of event and number of vendors involved. This is up to the discretion of Director Park.

Excluded Area: The two beige entry/exit structures for the underground parking lot are excluded from rental. The Upper Terrace is not part of the entire park rental.

- Capacity: Standing: 1075 people Seated: 700 people
- Electricity: Access to 4 electrical boxes, each with 4 outlets, 110 volt/20 amps on a total of 3 circuits
- Furniture: Use of on-site Director Park 30 silver 24" café tables and 100 silver café metal chairs. Please note: these numbers are subject to change.
- Water access
- Private use of Director Park public restroom for Rate C full park rentals.

DIRECTOR PARK RENTAL FEES

Rate A	Rate B1	Rate B2	Rate C
Open to the public, and has: <ul style="list-style-type: none"> No sales No entry fees No concessions No pledges or donations on-site No sponsor signage <p>* Funds to produce the event may be obtained from grants, donations or sales that occur off-site prior to the event.</p> <p>*Pledges in support of the charity may be collected off site. This rate includes Runs/Walks starting at or ending at the park where no donations are solicited on-site and no entry fee is charged to participate.</p>	Open to the public, and has: <ul style="list-style-type: none"> Commercial activity or activity intended to generate sales Open entry without event fencing Concessions Donations and/or pledges of future revenues Sponsor signage allowed Runs/Walks collecting money on-site for registration, pledges, merchandise or concessions. 	Open to the public and has limited access due to: <ul style="list-style-type: none"> Event fencing around event Registration or entry fees Sponsor signage allowed <p>*Examples: Alcohol and food festivals, fundraisers, ticketed concerts, etc.</p>	Closed to the public. Events which provide no public access due to: <ul style="list-style-type: none"> Private Invitation only Industry, corporate, convention or association events Sponsor signage allowed <p>*Examples: Catered private parties, weddings, receptions, conventions, industry functions (example: Lawyer banquet dinners)</p>

Full Day Fees: Events that take longer than 5 hours (301 minutes or more) from load-in through event load-out.

Half Day Fees: Apply for events that total 5 hours (0-300 minutes) or less from load-in through event load-out.

Rental Area	Sq. Feet	Capacity	Half / Full Day?	Rate A	Rate B1	Rate B2	Rate C
Lower Terrace*	2,100	225	Full	\$183	\$548	\$822	\$1,644
			Half	\$110	\$329	\$493	\$987
Upper Terrace <i>Only rentable during non-business hours for the Travel Portland Visitors Center.</i>	882	50	Full	\$88	\$265	\$398	\$795
			Half	\$53	\$159	\$239	\$477
Plaza	2,100	225	Full	\$154	\$463	\$695	\$1,389
			Half	\$93	\$278	\$417	\$833
Teachers Fountain	1,600	150	Full	\$128	\$384	\$576	\$1,152
			Half	\$77	\$230	\$346	\$691
Bosque*	1,180	75	Full	\$94	\$283	\$425	\$850
			Half	\$57	\$170	\$255	\$510
Artist's Niche or Teachers Fountain Corner	250	20	Full	\$42	\$126	\$189	\$378
			Half	\$25	\$75	\$113	\$225
Festival Streets - 9th Avenue or Park Avenue <i>**Park Ave. will be rental fees + flagging fees. Festival Streets must be rented with another activated park area.</i>	2,050	450	Full	\$600	\$800	\$900	\$1000
Full Use of all Park Areas	7,550	1,000	Full	\$604	\$1,812	\$2,718	\$5,436
			Half	\$363	\$1,088	\$1,631	\$3,262
Full Use of all Park Areas + 1 Festival Street <i>** Park Ave. will have rental fees + flagging fees.</i>	11,650	1,450	Full	\$1,204	\$2,612	\$3,618	\$6,436
			Half	\$963	\$1,888	\$2,531	\$4,262
Full Use of all Park Areas + both Festival Streets <i>** Park Ave. will have rental fees + flagging fees.</i>	15,750	1,900	Full	\$1,804	\$3,412	\$5,016	\$7,757
			Half	\$1,563	\$2,688	\$3,431	\$5,262

* For Rate B2 and C events using the Lower Terrace or Bosque, Director Park will provide white fencing upon request for (1) area only.

** Park Avenue Festival Street closure requires flagging and Tri-Met Access Permit. PP&R staff will reserve flaggers, obtain Track Access Permits and include fees on Permittee's invoice. All fees forfeited if street closure is canceled 10 business days or less before load-in date.

For Day-Before-Event Load-In/Load-Out Rate B and C rental rates, see page 13

DIRECTOR PARK RENTAL FEES

COMMERCIAL SAMPLING							
Rental Area	Sq. Feet	Capacity	Half / Full Day?	Rate A	Rate B1	Rate B2	Rate C
Teachers Fountain Corner <ul style="list-style-type: none"> 125 square feet in a triangular shape Limit of 2 people and 1 six-foot table Only one space may be rented at a time and samplers must stay within designated area and not offer samples within other Director Park areas. Amplified sound is not allowed for commercial sampling. 	125	N/A	Up to 4 hours	N/A	\$60	N/A	N/A
	125	N/A	4-8 hours	N/A	\$100	N/A	N/A

COMMERCIAL FILM AND VIDEO, STILL PHOTOGRAPHY, AND B-ROLL

These permits must go through the Director Park Rental Coordinator and not the Customer Service Center.

Visit directorpark.org for application and rates or call the Director Park Rental Coordinator at (503) 823-8087.

PHOTO PASS

PHOTO PASS permits are issued to ONE individual for the express purpose of Still Portrait Photography or Videographer in any Portland Parks and Recreation (PP&R) facility.

- The PHOTO PASS permit is intended for shooting pictures or video of a non-commercial Client by a Photographer or Videographer. With this Pass, the Photographer/Videographer is shooting pictures and or video of the client only. For example: A Photographer is contracted by a couple to take their wedding photos in a park following their church wedding. A Photographer is contracted by parents who want their family pictures taken in a park.
- A PHOTO PASS permit does not allow third party commercial activity. For example: Advertising or marketing photo shoots where a company contracts with an outside photographer or uses their in-house photographer to shoot advertising stills that will be used for sale or promotion of a product, advertising or marketing photo shoots where a company contracts with an outside photographer or uses their in-house photographer to shoot models or talent. These are covered under the Special Use Film/Video/Still Photography permits policies and must be issued per occurrence and charged at current hourly rates.

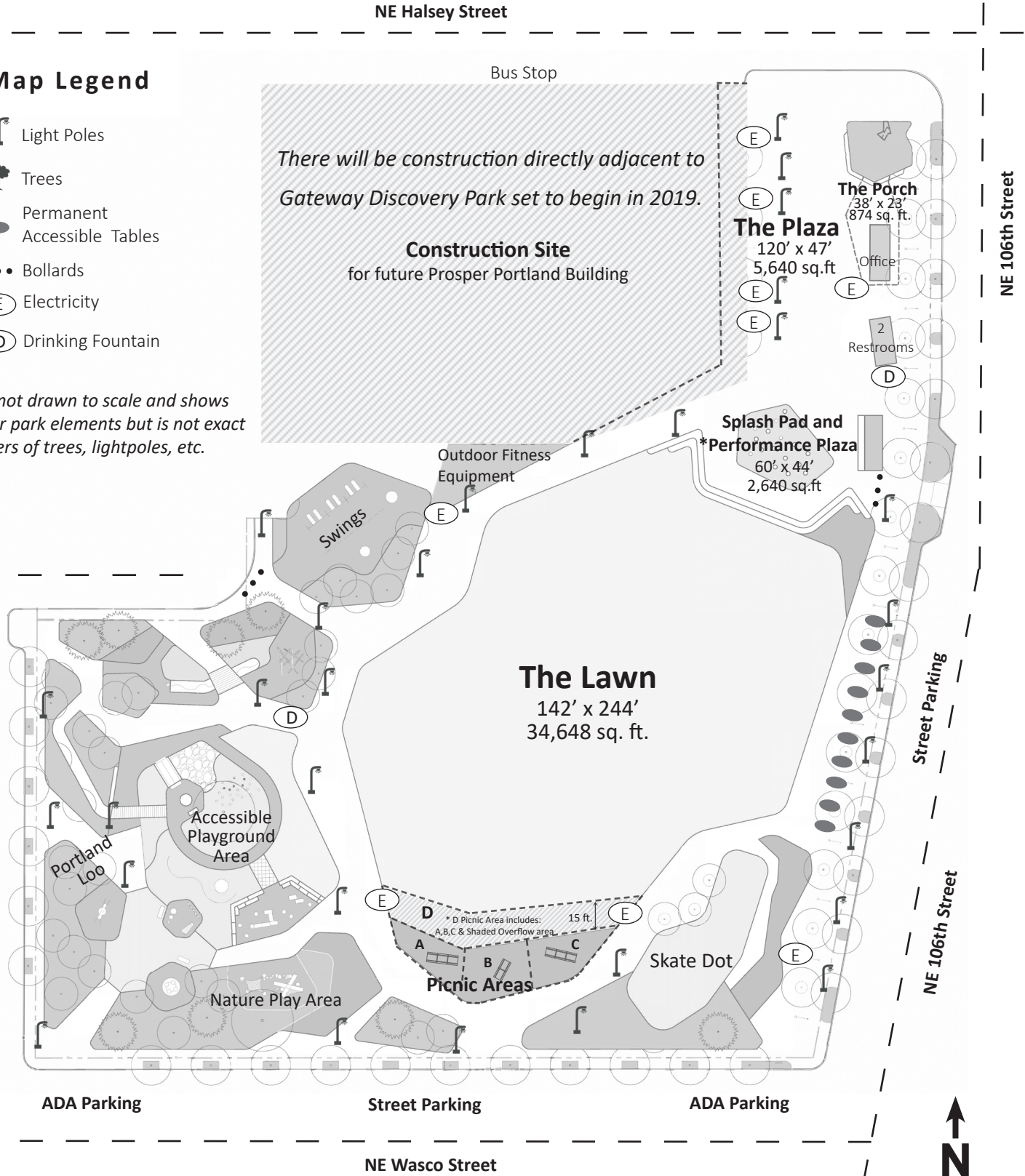
For more information, or to purchase a PHOTO PASS, contact the Customer Service Center at (503) 823-2525

GATEWAY DISCOVERY PARK SITE MAP

Map Legend

- Light Poles
- Trees
- Permanent Accessible Tables
- Bollards
- Electricity
- Drinking Fountain

**Map is not drawn to scale and shows the major park elements but is not exact to numbers of trees, lightpoles, etc.*



GATEWAY DISCOVERY PARK RENTAL AREAS

For organizations interested in partnering with Portland Parks & Recreation for the provision of multi-cultural, community centered events, please contact Gateway Discovery Park to learn more about potential opportunities, policies, and procedures.

THE PORCH

The covered porch located on the NE corner of the park provides shade but does not protect from the rain. This cozy small area is great for workshops, meetings, small classes and more.

- Area Measures: 874 Sq. Feet
- Capacity: 50 People
- Electricity: 50 Amp shared power with the Plaza
- Accessible: Yes
- Furniture: Set of 4, 28-inch square silver tables and 12 cranberry colored metal chairs
- Seating: Built in concrete bench seating for up to 20 people
- Wi-Fi Access: The Porch has high speed Wi-Fi access

THE PLAZA

The Plaza is located on NE Halsey St. and is an ideal space for festivals, performances, dances, community events, farmers markets and more!

- Area Measures: 5,640 Sq. Feet
- Capacity: 450 people
- Electricity: 50 Amp shared power with the Porch and 110 Amp power outlet on West side of Plaza
- Accessible: Yes
- Wi-Fi Access: Plaza has high speed Wi-Fi access
- Furniture: Set of 15, 24-inch round silver tables and 30 cranberry colored metal chairs

PERFORMANCE PLAZA

Built-in concrete theater style seating surrounding a concrete performance area. Only available mid-September thru late May. The Performance Area is not available when used as a splash pad in the summer except during the hours of 7:00-10:00 am.

- Area Measures: 2,640 Sq. Feet
- Capacity: 100 people
- Electricity: 50 Amp shared power with the Porch and Plaza
- Accessible: Yes—tables and chairs not provided
- Furniture: Built in concrete theatre style seating for 100 people
- Wi-Fi Access: Performance Plaza has high speed Wi-Fi access

THE LAWN

This spacious un-shaded grassy area is perfect for fairs, festivals, movies, and events! Please note, no stakes can be used to hold down tents, screens, bounce houses or equipment.

- Area Measures: 34,648 Sq. Feet
- Capacity: 2,500 People
- Electricity: (2) 50 Amp power outlets on the SW and SE side
- Accessible: Yes—Lawn is encircled by accessible sidewalks
- Furniture: No furniture provided

Please note: There will be construction directly adjacent to Gateway Discovery Park set to begin in 2019.

PICNIC AREA

Reservations accepted beginning February 18th at 8:00am.

One picnic area with a total of eight tables is located on the South side of the park, next to The Lawn. The picnic tables are in groupings of 3 tables, 2 tables and 3 tables with trees in between the table groupings. For guaranteed use of the picnic tables and electricity, a Permit is required-call Customer Service to reserve.

- **Picnic Area A:** 3 tables, wheelchair accessible, can accommodate up to 30 people, electricity
- **Picnic Area B:** 2 tables, wheelchair accessible, can accommodate up to 20 people, no electricity access
** Available on a first come first serve basis. Area may be closed due to events or full picnic area rentals.*
- **Picnic Area C:** 3 tables, wheelchair accessible, can accommodate up to 30 people, electricity access
- **Picnic Area D (A+B+C):** 8 tables, wheelchair accessible, can accommodate up to 80 people, electricity access

***Please Note:** Picnic areas will occasionally be blocked out due to park events and festivals and there may be sound/activities in other adjacent areas of the park during your picnic area rental.

To Reserve a picnic area, call (503) 823-2525 or go online to reserve at: portlandparks.org and click on the Rentals & Permits tab, then select Online Reservations.

When do I need a Permit?

- When you want to guarantee use of a picnic site
- When you are setting up any equipment (i.e. barbecue grill, chairs, tables, canopies, volleyball nets, or other sporting equipment).
- If you will have any alcohol present
- If you are planning for 80 or more people to attend.

Picnic Permits cover the following type of events and is defined as:

- A gathering of family/friends or company/organization
- A single reserved picnic facility without exceeding capacity
- No sales, donations, or monetary requirements for attendance.

The following items may be brought in:

- 1-2 tables and/or 1-2 pop-up canopies (no larger than 10x10', no stakes)
- A residential-style barbecue grill

Picnic without alcohol permits include everything above but does not allow any alcohol.

Picnic with alcohol and 49 people or less permits include everything above and allows BYOB alcohol if the attendance does not exceed 49 attendees of any age.

Special Use Permits are required when:

- There is BYOB alcohol present and more than 49 people of any age
- When you'd like to provide alcohol (hosted, catered, kegs, etc.)
- When you would like to bring items not included above (i.e. volleyball nets, additional tables or canopies)

Special Use Permits may require a park supervisor's approval. Payment of the application processing fee does not guarantee that the permit request will be approved. If a request is denied, your application processing fee is non-refundable.

GATEWAY DISCOVERY PARK RENTAL FEES

Rate A	Rate B1	Rate B2	Rate C
Open to the public, and has: <ul style="list-style-type: none"> No sales No entry fees No concessions No pledges or donations on-site No sponsor signage <p>* Funds to produce the event may be obtained from grants, donations or sales that occur off-site prior to the event.</p> <p>*Pledges in support of the charity may be collected off site. This rate includes Runs/Walks starting at or ending at the park where no donations are solicited on-site and no entry fee is charged to participate.</p>	Open to the public, and has: <ul style="list-style-type: none"> Commercial activity or activity intended to generate sales Open entry without event fencing Concessions Donations and/or pledges of future revenues Sponsor signage allowed Runs/Walks collecting money on-site for registration, pledges, merchandise or concessions. 	Open to the public and has limited access due to: <ul style="list-style-type: none"> Event fencing around event Registration or entry fees Sponsor signage allowed <p>*Examples: Alcohol and food festivals, fundraisers, ticketed concerts, etc.</p>	Closed to the public. Events which provide no public access due to: <ul style="list-style-type: none"> Private Invitation only Industry, corporate, convention or association events Sponsor signage allowed <p>*Examples: Catered private parties, weddings, receptions, conventions, industry functions (example: Lawyer banquet dinners)</p>

- **Full Day Fees:** Events that take longer than 5 hours (301 minutes or more) from load-in through event load-out.
- **Half Day Fees:** Apply for events that total 5 hours (0-300 minutes) or less from load-in through event load-out.

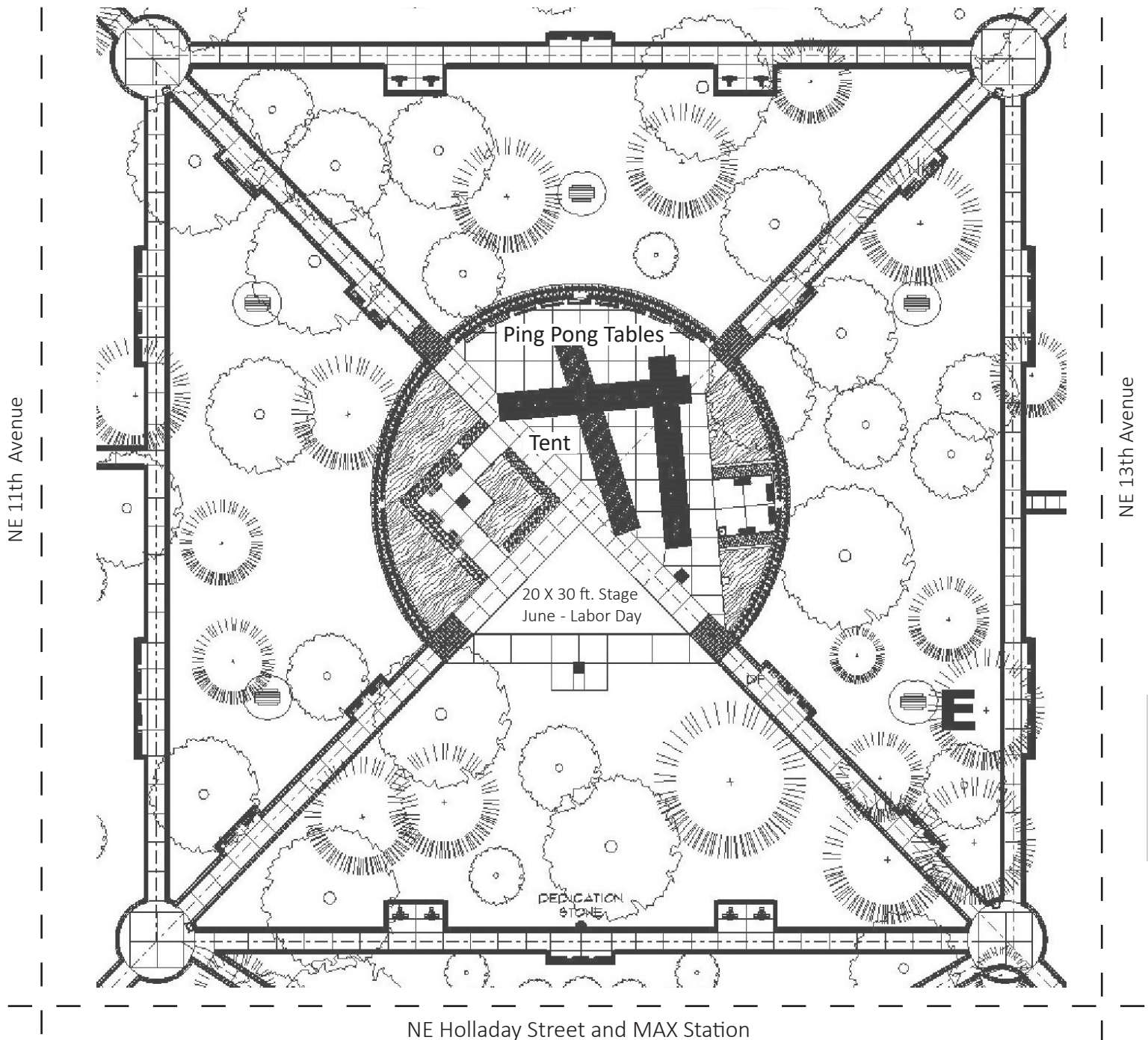
Rental Area	Sq. Feet	Capacity	Half/Full Day?	Rate A	Rate B1	Rate B2	Rate C
Plaza	5,640	450	Full	For Rental Rates, Contact Gateway Discovery Park Rental Coordinator at (503) 823-4116.			
			Half				
The Porch	874	50	Full				
			Half				
The Lawn	34,648	2,500	Full				
			Half				
Performance Plaza <i>*Available to rent Mid September - Mid May</i>	2,640	100	Full				
			Half				
Full use of all park rental areas: Mid September-mid May <i>*Does not include: skate dot, nature play area, accessible playground and outdoor fitness equipment.</i>	44,122	4000	Full				
			Half				
Full use of all park rental areas: Mid May-mid September <i>*Does not include: skate dot, nature play area, accessible playground, outdoor fitness equipment and splash pad.</i>	41,482	3100	Full				
			Half				
Splash Pad	Not Available to rent during the summer. Mid September- Mid May this area is called, "Performance Plaza" See above						
Picnic Area	To Reserve Picnic Areas, call (503) 823-2525						

COMMERCIAL SAMPLING

Rental Area	Sq. Feet	Capacity	Half / Full Day?	Rate A	Rate B1	Rate B2	Rate C
Plaza Crossing or Skate Dot Crossing	100	N/A	Up to 4 hours	N/A	\$60	N/A	N/A
<ul style="list-style-type: none"> 100 square feet. Limit of 2 people, 1 six-foot table and 1 10x10 tent. Only one space may be rented at a time and samplers must stay within designated area and not offer samples within other Park areas. Amplified sound is not allowed for commercial sampling. 	100	N/A	4-8 hours	N/A	\$100	N/A	N/A

HOLLADAY PARK SITE MAP

NE Multnomah Street (Lloyd Center North of Park)



- From June - Labor Day, the Holladay Park Partnership provides programming daily in the center of the park and has a 20' x 20' tent, two permanent ping pong tables, and a 20x30 ft. stage.
- In the summer months of June, July and August, typically only one full-park multi-day rental will be approved for each month. Single day and partial park rentals will be accepted throughout the summer.
- Rentals are available year-round in Holladay Park.

Holladay Park does not have event power. Power is only accessible from the East Quadrant of the park and has (1) electrical box on 2 circuits of 110 volt/20 amp power. 1 small quiet generator may be used. Any additional event power requires use of the Vendor of Record for Electricity, Hollywood Lights.

HOLLADAY PARK RENTAL AREAS

Located in inner NE Portland in Lloyd adjacent to a shopping mall, a movie theatre, and conveniently accessed by the MAX and bus lines.

Park Size: 4.34 Acre Park

Ideal Event Size: Small, Medium or Large events

Types of Rentals: It can accommodate large public festivals, community events, fun-runs, walks, and large private events.

CENTER OF PARK WITH FOUNTAIN

Located in the center of the park, this cement area boasts a fountain, two built-in ping pong tables, and rows of benches for seating and entertaining. The Center of Holladay Park is only available for public events and is not available to rent June thru Labor Day or during Spring Break in late March of each year.

- Area Measures: 70'x 75'
- Capacity: Standing: 150 people Seated: 80 people
- Electricity: 1 electrical box with 4 outlets, 110 volt/20 amps on one circuit
- Furniture: Two built-in permanent non-movable Ping Pong tables.
- Fountain can be turned on or off with 21 day minimum advanced notice. The fountain is on April-September.

WEST, NORTH, OR EAST QUADRANT

With three locations on the North, East, and West side of the park, these grassy areas are lined with large trees creating the perfect area for small picnics, family gatherings, and much more.

- Area Measures: 400' x 200'
- Capacity: Standing: 400 people Seated: 300 people
- Electricity: The East Quadrant has 110V/20A of electricity access.
1 electrical box with 4 outlets, 110 volt/20 amps

FULL PARK

Reserving the entire park provides an array of spaces, providing the most flexibility for your event. The entire park rental is ideal for fairs, festivals, races and much more!

- Area Measures: 430' x 430'
- Capacity: Standing: 10,000 Seated: 5,000 people

HOLLADAY PARK RENTAL FEES

Rate A	Rate B1	Rate B2	Rate C
Open to the public, and has: <ul style="list-style-type: none"> No sales No entry fees No concessions No pledges or donations on-site No sponsor signage <p>* Funds to produce the event may be obtained from grants, donations or sales that occur off-site prior to the event.</p> <p>*Pledges in support of the charity may be collected off site. This rate includes Runs/Walks starting at or ending at the park where no donations are solicited on-site and no entry fee is charged to participate.</p>	Open to the public, and has: <ul style="list-style-type: none"> Commercial activity or activity intended to generate sales Open entry without event fencing Concessions Donations and/or pledges of future revenues Sponsor signage allowed Runs/Walks collecting money on-site for registration, pledges, merchandise or concessions. 	Open to the public and has limited access due to: <ul style="list-style-type: none"> Event fencing around event Registration or entry fees Sponsor signage allowed <p>*Examples: Alcohol & food festivals, fundraisers, ticketed concerts, etc.</p>	Closed to the public. Events which provide no public access due to: <ul style="list-style-type: none"> Private Invitation only Industry, corporate, convention or association events Sponsor signage allowed <p>*Examples: Catered private parties, weddings, receptions, conventions, industry functions (example: Lawyer banquet dinners)</p>

- Full Day Fees:** Events that take longer than 5 hours (301 minutes or more) from load-in through event load-out.
- Half Day Fees:** Apply for events that total 5 hours (0-300 minutes) or less from load-in through event load-out.

Rental Area	Sq. Feet	Capacity	Half/Full Day?	Rate A	Rate B1	Rate B2	Rate C
Center with Fountain <i>*Not available to rent June thru Labor Day or during PPS Spring Break</i>	5,200	700	Full	\$39	\$117	<i>Center with Fountain is not available for Rate B2 or Rate C rentals.</i>	
			Half	\$23	\$70		
West or North Quadrant	32,250	2,000	Full	\$85	\$255	\$383	\$765
			Half	\$51	\$153	\$230	\$459
East Quadrant <i>*Has 110V/20Amps of electricity available</i>	32,250	2,000	Full	\$100	\$300	\$450	\$900
			Half	\$60	\$180	\$270	\$540
Full Park <i>*During June, July, and August typically only one multi-day full-park rental allowed per month.</i>	184,900	10,000	Full	\$462	\$1,387	2,080	\$4,160
			Half	\$277	\$832	\$1,248	\$2,496

- From June 1 thru Labor Day, the Holladay Park Partnership provides programming daily in the center of the park and has a 20'x20' tent and two permanent ping pong tables.
- In the summer months of June, July and August, typically only one full-park multi-day rental will be approved for each month. Single day and partial park rentals will be accepted throughout the summer.

COMMERCIAL SAMPLING							
Rental Area	Sq. Feet	Capacity	Half / Full Day?	Rate A	Rate B1	Rate B2	Rate C
Corner of NE 13th and Multnomah or center of the park	120	N/A	Up to 4 hours	N/A	\$50	N/A	N/A
<ul style="list-style-type: none"> 10'x12' space with limit of 2 people and 1 six-foot table Only one space may be rented at a time and samples must stay within designated area and not offer samples within other Holladay Park areas. Amplified sound is not allowed for commercial sampling. 	120	N/A	4-8 hours	N/A	\$100	N/A	N/A

EVENT LENGTH, CHANGES, AND CANCELLATIONS

FULL-DAY, HALF-DAY AND MULTI-DAY EVENTS

Full Day Fees: Events that take longer than 5 hours (301 minutes or more) from load-in through event load-out.

Half Day Fees: Apply for events that total 5 hours (0-300 minutes) or less from load-in through event load-out.

Load-in and Load-out Additional Days for Rate B1, B2 and C Rentals:

Additional Load-in and Load-out days on either end of your rental date(s) fall into the rate category applicable for your event. For example, if your rental is approved as a Rate B1, your load-in rate will be Rate B1 per the rates for the park.

- Full-day and half-day rates are available for load-in/load-out time.
- Half-day load-in rental times ONLY apply from 5-10pm at night (300 minutes or less.)
- Half-day load-out rental times ONLY apply from 7am to noon (300 minutes or less.)
- Full-day load-in and load-out fees will apply for all hours loaded-in or out or that exceed five hours.
- Security must be provided at your expense for the full extent of your load-in, rental, and load-out time if required for your event.

Multi-Day Events:

- Multi-day permits with no full-park fencing are allowed at all three parks if there is public access to the park.
- Multi-day permits with full-park fencing are allowed at Holladay Park.
- Multi-day permits with full-park fencing are not allowed at Director Park or Gateway Discovery Park.

CHANGE, PENALTY, LATE FEES, NOISE FEES, AND INSUFFICIENT FUNDS

Change Fee: **\$75**

Any substantial change to your application at any time throughout your rental process. Examples include change of date, Rate Category, or added or deleted areas of the park being used.

Load-in and Load-out Penalty Fee: **\$250 + Park Host Time**

Failure of Permittee and sub-contractors to adhere to the permitted load-in and load-out time during your rental.

Permittees exceeding load-in/out times will be charged for Park host time at overtime rate of time and a half.

Late Fees and Final Payment / Event Requirement Form Submission

Failure to obtain and submit all the required additional permits and information on the "Event Permit Requirements Checklist" for your event by the date required and/OR the failure to make final payment by due date on your Invoice form. Events failing to pay by 3 calendar days before the load-in date may be canceled, at the sole discretion of Portland Parks & Recreation, and will incur a late fee.

- \$250 Payment made between 5-13 days before the first load-in date.
- \$500 Payments made less than 5 days before load in must be made by credit card, cash or certified check.

Noise Fee: **\$250**

If Permittee's/their sub-contractors are non-responsive to direction from park staff/security to modify amplified sound produced and/or fail to reduce sound produced during load-in or load-out, fee will be charged against security deposit.

Insufficient Funds: **\$30**

If Permittee's check is returned from the bank for any reason they will be charged \$30 Check Return Fee plus payment of the original returned check. Should litigation be required, Permittee pays all payment all legal fees.

PERMIT CANCELLATION, AND WEATHER CANCELLATION

Permit Cancellation: The Hold Deposit (amounting to 50% of the Rental Fee) and the Application Fee is non-refundable. Cancellations must be received in writing at least 60 days before event to qualify for a refund for any payments made.

Weather Cancellation: Refunds are not provided if Permittee cancels for weather. If PP&R cancels due to weather warnings, extreme icy conditions, extreme heat at or exceeding 103° or poor air quality, a full refund will be issued.

SECURITY DEPOSIT AND OTHER FEES

SECURITY DEPOSIT

This is a refundable fee, partially refunded, or non-refundable based on damages, use of park outside permitted event times, and cleaning. Unless these fees are incurred, this fee will be refunded within 30 calendar days after load-out of your event. Permittee will be invoiced for the remaining damage costs exceeding the Security Deposit. Damage fees will be assessed at the rate of \$121.72/hr Labor Fees + Replacement/Repair Fees. This includes damage to park features, facilities, furniture, etc.

- \$250 — 1 section of the park, no alcohol, AND which anticipate less than 100 people.
- \$500 — 2 sections of the park, includes alcohol, OR which anticipate more than 100 people.
- \$1,000 — 3 or more sections, multi-day events, alcohol, OR those that anticipate more than 250 people.

OTHER FEES THAT MAY APPLY

Other fees may include security, on-site staffing, cleaning, porta potty rental, garbage, grey water receptacle, recycling, coordination fees, street flaggers, etc. If applicable, these fees will be included in your estimated invoice.

External Permit Fees

Additional permits required may include fire, health, noise, and OLCC permits at the expense of the Permittee. All Permittees are required to submit the Additional Insured Endorsement and Certificate of Liability.

Flagging Fee and Track Access Permit - Director Park Only

These fees are required when renting Park Avenue Festival Street. Director Park staff will reserve flaggers, obtain the Track Access permits and add the fees to the rental invoice. All fees will be forfeited if canceled less than 10 days before the event.

Host Fees: **\$20/hr - Minimum of (4) hrs**

Rentals will be charged for all on-site Park Host staff time required, beginning prior to the scheduled event load in start time and ending once the park is fully reset after the event and load out has concluded. The total number of hours and number of staff required are determined by Rental Coordinator and are nonnegotiable if required for your rental.

Park Furniture Resetting Fee: **\$250**

One set-up of park furniture per map, provided by Permittee a minimum of 21 days before event load-in, is included in the rental. However, once furniture is set for an event, if park staff are asked to reset the furniture, a furniture moving fee of \$250 will be charged against the security deposit.

Rental Coordination Fee: **\$25**

A coordination fee will apply to any and all items coordinated and rented by the park, including those items required by the park.

Vehicle Fee: **\$350/day**

For cars, trucks, and event vehicles to be on the park for load-in/event/load-out for Gateway Discovery Park and Holladay Park. No vehicles allowed on Director Park.

GUIDELINES FOR RENTING

ALCOHOL

- Alcohol in our parks is limited to beer and wine, except under certain circumstances where limited sales/service of other alcoholic drinks may be allowed as part of the event, with advanced permission.
- Permission to serve or sell alcohol is subject to the Oregon Liquor Control Commission rules and regulations.
- Ticketed events, fundraisers and events with alcohol sales require a Special Event License from the OLCC.
- All rentals must follow OLCC rules and guidelines.

AMPLIFIED MUSIC / PA SYSTEM

- A Noise variance from the City of Portland Noise Control Office or a sign-off is required for all amplified sound, mega phones, and/or drumming, as well as events with 250 or more attendees at the Permittee's expense.
- The time, duration, intensity, type of sound generated, and number of attendees all effect if a permit will be required. You may be required to meet specific conditions of use required by the Noise Control Office.
- Permittee is required to adhere to sound stipulations stated on Noise Variance and generated by public complaints.
- Permittee will be fined \$250 if unresponsive to staff requests to turn amplified volume down.
- Director Park, Gateway Discovery Park and Holladay Park are unable to accommodate concerts or events that produce a high level of continuous loud noise. We reserve the right to deny an application on this basis.

CATERERS AND FOOD TRUCK/CART LIST PREFERRED LIST

- We do not have a preferred caterers or food truck list; any caterers or food trucks may be used.
- Caterers and food carts are required to have a business/catering license with the Health Department and City of Portland Business License.
- Visit Multnomah County website multco.us/services/food-carts-mobile-food-units for a list of the most up to date requirements or call 503-988-3400.
- Caterers must have a valid OLCC license if serving alcohol.
- Portland has a vibrant food carts community, google "Portland food carts for events."

For Food Truck info, please see page 16

COMMERCIAL SAMPLING

- Samplers must stay within designated Permitted sampling space and may not sample in other park areas.
- Limit of 2 people to promote commercial sampling products and only 1 commercial sampling area can be rented at a time.
- Commercial sampling items must be pre-approved by park staff.
- Director Park Commercial Sampling - Teachers Fountain Corner.
- Gateway Discovery Park Sampling - Plaza Crossing and Skate Dot Crossing.
- Holladay Park Commercial Sampling - Center of park during available times OR (1) of the four park corners.

COOKING FOR RATE A, B1, B2 AND C RENTALS

- BBQ's, ovens, fryers, smokers, rotisseries, and grills are required to have a double layer of protection underneath and around surrounding cooking areas.
- No grease, ash, charcoal or food waste stains are allowed in any rented area. Damage charges will apply.
- All food carts and vehicles are required to use drip pans and follow all guidelines for each park.

DAMAGE

- A walk-through prior to the load in, during the event, and after the load out to assess property conditions will be conducted by park staff.
- Permittee is responsible for damage including repairs and/or replacement costs for equipment, furniture, or related items caused by Permittee, subcontractors, or attendees.
- Permittee will be billed for all damages. Repairs for damages will be charged for labor and materials. Charges will be taken from the Security Deposit and any charges exceeding deposit will be billed separately to the Permittee.

ELECTRICITY - HOLLYWOOD LIGHTS 503-232-8855

- Permittee can have (1) quiet generator. Additional power requires Permittee to contact Hollywood Lights, Vendor of Record for Electricity for Director Park, Gateway Discovery, and Holladay Park.

GUIDELINES FOR RENTING

FENCING

- Freestanding lattice, picket, event fence and bicycle barricade fencing are allowed. All fencing plans must be submitted and pre-approved in advance.
- Cyclone, chain link fencing, stakes, or posts are not allowed for securing an area. Black privacy screening is not allowed for events in Director Park or Gateway Discovery Park with exception to back-of-house areas.
- Fencing for Rate B2 or C events must be the first thing set-up in the park by the Permittee's rental company vendor between 7:00-10:00am, before the park gets too busy with park users for the day.
- Multi-day events with full park fencing are not allowed in Director Park or Gateway Discovery Park.
- Shims must be used under all metal fencing legs.
- Fencing for alcohol related events must meet Oregon Liquor Control Commission requirements.
- Full park fencing at Director Park must include entry/exit points for elevator stairwell buildings, tenant space, and Upper Terrace.
- Permittee is required to post signage regarding access points to park.
- Event is required to clean-up all zip-ties used for fencing or be charged a cleaning fee.

FILM AND VIDEO, STILL, AND B-ROLL PERMITS

- A separate application and rates exist for Film and Video, Still and B-Roll Shoots. Visit Directorpark.org, Holladaypark.com, or GatewayDiscoverypdx.org under "Rentals" for rates and information.
- For Film and Video, Still, and B-Roll Permits for all other Portland parks, contact 503-823-2525.

FIRST AID STATION

- Events with 500 people or more will be required to have a first aid station including a first aid kit, ice bags, water, CPR certified person, and an AED.

FOOD TRUCKS, AND FOOD CARTS

- Food Trucks/Carts are allowed when pre-approved and meet park requirements.
- All Food Trucks/Carts and vehicles are required to use drip pans or another barrier to protect the group/pavers, including on the Festival streets in Director Park.
- Food Trucks/Carts selling outside of a permitted event are not allowed.
- Food trucks for rentals may only vend within the designated rented location to event attendees during the allotted event time and are not allowed to vend to the public.
- Food carts are required to remove all food, beverage, grey water and garbage created by their services.
- Food carts must be self-contained with low volume generators and propane and not require additional electricity. If electricity is needed, vendor is required to bring their own quiet generator.
- Caterers and food carts are required to have a business/catering license with the Health Department and City of Portland Business License.
- Visit Multnomah County website multco.us/services/food-carts-mobile-food-units for a list of the most up to date requirements or call 503-988-3400.

FOOD TRUCKS AND FOOD CARTS—DIRECTOR PARK

- Food Trucks/Carts are not allowed on Director Park due to damage to pavers and lack of access.
- Smaller non-motorized food push carts, food bikes and food tables may be allowed on Director Park with pre-approval.
- Food Trucks/Carts are allowed when renting a Festival Street(s) but can't be in parking spaces unless the Festival Street is rented. City Code - 17.26
- Electricity access is not available to Food Trucks/Carts in the Festival Streets.

FOOD TRUCKS AND FOOD CARTS—GATEWAY DISCOVERY PARK

- Food Trucks/Carts are allowed for events in the park in pre-approved locations.

FOOD TRUCKS AND FOOD CARTS—HOLLADAY PARK

- Food Trucks/Carts are allowed for permitted rentals. Vehicles must drive slowly with one wheel in middle of sidewalk and one wheel on the turf so to not break the red brick decorative sidewalk edging.

For Catering information, see page 15

GUIDELINES FOR RENTING

FURNITURE - *Director Park and Gateway Discovery Park furniture condition as is*

- Surfaces of tables must be protected from direct contact with hot items to not burn the table finish.
- A site plan indicating furniture placement will be required 21 days prior to your event.
- Once furniture is set for an event, if park staff are asked to reset the furniture, a furniture moving fee of \$250 will be charged against the security deposit.
- Visit each park's website to see pictures of the park and its furniture.

FURNITURE—DIRECTOR PARK

- Silver Round Park Cafe' Tables: Height: 30 inches, Diameter: 24 inches
- Silver Park Metal Chairs: Height: 32 inches, Length: 21 inches, Width: 18.5 inches

FURNITURE—GATEWAY DISCOVERY PARK

- Silver Round Park Cafe' Tables: Height: 30 inches, Diameter: 24 inches
- Cranberry Park Metal Chairs: Height: 32 inches, Length: 21 inches, Width: 18.5 inches

FURNITURE—HOLLADAY PARK

- No furniture is available for rental at Holladay Park.
- During the summer, green tables and chairs are in the park for programs but are removed for events.

GLASS

- Open-to-the-public events may not use glass cups/glasses as part of event per the Portland Police Bureau.

GREY WATER, GARBAGE, AND RECYCLING

- Grey water consists of wine buckets, ice, cooking water, hand-washing or fecally contaminated water.
- Grey water must be disposed of in grey water receptacle and not disposed of in or on the park or streets.
- All food and alcohol events may be required to rent grey water receptacles and garbage/recycling bins.
- Caterers and Food Carts are required to remove all food, beverage and garbage created by their services.
- Garbage, recycling bins, and grey water receptacles will typically be ordered for all food, beverage and alcohol events. Park staff will coordinate these services and add costs to Permittee invoices.
- Event Permittee will be fined for any grease/food/garbage left behind by Food Trucks/Carts or caterers.

HEALTH DEPARTMENT PERMIT

- Any time food items are prepared (cooked) and/or served to the public on park property, a sign-off and/or permit is required from the Multnomah County Environmental Health Services. Cooking units may also require a permit from the Fire Bureau for propane usage.

INSURANCE REQUIREMENTS

- Permittee is required to provide a Certificate of Insurance and Additional Insured Endorsement.
- The City of Portland provides the "TULIP Program" as an option for obtaining insurance for rentals that meet their requirements. These forms are available at Directorpark.org, Holladaypark.com, or gatewaydiscoverypdx.org under the "Rentals" tab.
- If insurer is unable to meet the PP&R insurance requirements, please contact the park rental coordinator.

LOAD IN LOAD OUT AND VEHICLE LOCATION

- Permittee is required to have someone on site from event load in, during event, and thru end of load-out.
- Load-in time for food service, caterers and vendors must be during rented park time.
- The event Permittee must have someone on site when the food carts, caterers and vendors arrive to manage site placement.
- Park staff cannot accept deliveries or sign off for vendors.
- Vehicle access must be pre-approved. Vehicles may not block streets, sidewalks, or public transportation routes.
- Vehicles may use the loading zones for load-in/load-out, but must follow posted time limits and loading zone rules. We are not liable for any parking tickets that occur.

OPEN FLAME

- Any open flame must be approved by staff and a permit will be required by the Fire Bureau.
- Candles and waxless candles are not allowed in the parks.

GUIDELINES FOR RENTING

OUTDOOR EVENTS IN PARKS

- Wind: Tent weights, table cloth clips, ties and low-centered, heavy table decorations are highly recommended.
- Rain: Our parks do not have waterproof spaces and refunds are not issued due to weather unless canceled by PP&R.
- Tents: Tents are required to have shims under legs and use tent weights (water barrels, sand bags, cement blocks).
- Heat: Outdoor propane heaters are allowed for use in the parks.
- Signs, banners, and decorations: Signs may NOT be hung from or attached in any way to any permanent structures, pillars, trees, or rain chains and must be free standing.
- Public Use: All park areas are open-to-the-public unless they are Rate B2 or Rate C events.

PARK HOSTS - *Director Park and Gateway Discovery Park Only*

- Park Hosts are required during events and will be on-site to assist you with your rental needs during your event, including answering questions, unlocking electricity/water access, and ensuring the conditions of your permit are met and park rules followed.
- Permittees exceeding load-in/out times will be charged against the deposit for Park Host time at overtime rate of time and a half.
- Park Hosts will not accept deliveries for your event or sign off for vendors.
- Park Hosts are not security, and can not be substituted in lieu of security, when required for events.
- Park Host staffing costs will be in addition to site rental fees and will be included on your estimated and final invoices.

PARK LIGHTING

- Trees in Director Park, Gateway Discovery Park and Holladay Park may not be strung with lights.
- Park staff cannot control the in-park or curb sidewalk lighting.

PARK LIGHTING—DIRECTOR PARK

- The glass canopy in the Lower Terrace is typically on from sundown to 11pm daily, with a full rainbow of colors.
- Canned lighting on the Lower Terrace may be turned on or off with advance notification. Gels may be used.
- Tree up lighting is allowed though there is no tree well electricity in Director Park.

PARKING SPACE RESERVATIONS - [TSUP.INFO](https://www.portland.gov/tsup/info)

- To rent a designated parking space for load-in and load-out for your event, please go online to [tsup.info](https://www.portland.gov/tsup/info). If you have any questions, you can contact the City of Portland Transportation Permit Center at 503-823-7365 (option 7). Plan ahead and reserve a minimum of 21 days in advance.

PERMITS

- The Permittee is responsible for adhering to all city, county, state and park requirements, laws, and codes and obtain all required permits for the event.

PERMIT ISSUANCE

A PP&R permit shall be issued if a complete application complying with all adopted policies and procedures is filed and all of the following conditions are met.

- The proposed activity is to be consistent with the size of the Park and any specialized purpose for which it is normally used or for which specialized facilities have been provided.
- The proposed activity will not have an unreasonably adverse impact, from noise, litter or traffic on the park or surrounding neighborhood.
- The proposed activity does not pose an unreasonable risk to public health or safety or to the physical integrity of the park.
- The applicant pays all required fees and agrees to comply with all conditions of the permit.
- The proposed use is otherwise lawful, but nothing in this Chapter 20.08.020 shall require the issuance of a permit for an activity otherwise prohibited by this Title.
- The proposed activity does not conflict with an activity already scheduled for the Park or for which a different permit already has been applied for or issued for the park.
- The applicant, including any person, firm or corporation affiliated with the applicant and with the activity, has not failed to comply with conditions of any permit previously issued by the Customer Service Center or Urban Park Plazas.

PERMITS REQUIRED FOR PARK USES 20.08.010: It is unlawful for any person to conduct or participate in any activity in a Park, for which a permit is required, unless the Parks Reservation Center has issued a permit for the activity. A permit is required for any activity in a Park under any one or more of the following circumstances: **A.** The activity is intended to involve, is reasonably likely to involve, or actually involves, as participants and/or spectators, at any one time, 150 or more persons; **B.** The activity includes the placement of any temporary or permanent structure, including but not limited to any table, bench, stage, fence, tent or other facility in a Park. No permit is required under this Subsection for the

GUIDELINES FOR RENTING

PERMITS REQUIRED FOR PARK USES 20.08.010: (CONTINUED)

placement of any temporary facility in an area of a Park which the Director has designated for such use without a permit; **C.** The activity requires, or is reasonably likely to require, City services additional to those already provided to the public as a matter of course in the Park, including but not limited to: increased police or fire protection; the turning on or off of water; provision of utilities, such as gas, electricity or sewer; placing, removing, opening or closing bollards, gates or fences; or the special preparation of fields or other facilities; **D.** The person or persons engaged in the activity seek to exclude, or to have the right to exclude, any member of the public from the activity or from any Park or from any area of any Park; **E.** The activity is conducted in any building in any Park, except for personal use of public restrooms; or **F.** The activity includes using the Park or Park area in a manner inconsistent with uses designated by the Director for that Park or Park area, or includes conduct that otherwise is prohibited in a Park, including, but not limited to, conducting business, charging admission or otherwise receiving payment for goods or services related to the activity, or possessing, serving or consuming alcoholic beverages.

PHOTO POLICY

Portland Parks and Recreation (PP&R) reserves the right, and may give permission to the media, to photograph classes, programs, and participants at any of our facilities and properties or any sponsored activity. Please be aware that these photos are for promotional purposes and may be used in future publications and media communications in any format. If you do not wish to be photographed, please inform staff and we will make reasonable efforts to honor your request. If you see staff taking pictures, and you do not wish to be photographed, please let us know. If you see a photo of yourself or a family member that causes you concern, please notify us. As a courtesy, we will make every reasonable effort to dispose of the image, and will not use it in future publications. However, we will not be able to retrieve, destroy or discontinue existing printed publications in which the photograph may have been included.

PUBLIC ART

- Installations of public art, sculptures or similar pieces can be facilitated. Call to inquire.

QUIET HOURS FOR RENTALS AND EVENTS:

- Director Park: Sunday-Thursday: 9:00pm-6:59am Friday-Saturday: 10:00pm-6:59am
- Gateway Discovery Park: Sunday-Thursday: 9:00pm-6:59am Friday-Saturday: 10:00pm-6:59am
- Holladay Park: Ask Rental Coordinator for Holladay Park.

RECYCLING REQUIREMENTS

- Portland Parks may require your public event to have a recycling plan in place.
- You will then be required to secure a sign-off from the Bureau of Planning and Sustainability's Event Recycling, call 503-725-5147.
- The City's Event Recycling Services provides free recycling equipment and assistance for Portland events. This role is advisory only and does not include pick up services or staff for your event. Equipment is the property of the City's Event Recycling Program, and must be returned after the event.

RENTAL EQUIPMENT AVAILABLE

- Ask rental coordinator about current available equipment for rent from the Park.
- Event equipment may be rented from the vendor of your choosing.

RESTROOMS

- Permittees are required to provide 1 portable restroom for every 125-people estimated to attend their event.
- A minimum of (1) portable ADA restroom must be accessible for people with disabilities. If more than (1) portable restroom is needed, at least (10%) of restrooms must be ADA approved.
- PP&R will arrange rental of portable restrooms for your event.
- Non standard Porta potties are allowed and must be rented by Permittee with delivery/pickup times and location in the park to be coordinated with Park Rental Coordinator.
- Director Park: Has (1) on-site single stall public restroom that will not count, as it needs to stay open for the general public. For full-park private events, it will count as the 1st ADA restroom.
- Gateway Discovery Park: Equipped with (2) ADA accessible single stall public restrooms on-site.
- Holladay Park: All rentals are required to have portable restrooms. Holladay Park has no built in restroom.

SECURITY

- When events are required to have security, they must be on-site from the start of load-in, during the entire event time, and until the end of load-out at Permittees expense. Quantity of security depends on event size and nature.
- Permits requiring equipment or structures to remain overnight will be billed overnight security at expense of the Permittee.
- Security will be coordinated by the rental coordinator for Director Park and Gateway Discovery Park. All security costs will be at the Permittee's expense. Estimated cost will be included in all invoices. Should the estimated cost be less than actual costs, the Permittee will be charged accordingly and will be deducted from the security deposit. Please call a Rental Coordinator for more info.
- OLCC certified security will be required for all events with alcohol.

GUIDELINES FOR RENTING AND GENERAL INFORMATION

SITE MAPS

- An event site map for your rental is required as part of the application process and event permit requirements. Visit website for maps.

SMOKING

- All Portland Parks are smoke-free spaces (including electronic cigarettes and vaping).
- Permittee is required to enforce this policy with all attendees, contractors and vendors.

STREET CLOSURES AND FLAGGING - Director Park Only

- All street rentals are coordinated by park staff, please DO NOT CONTACT Portland Bureau of Transportation directly. The cost for street closures is included in the rental rates section and will be included in invoice.
- Park staff reserves the right to require Permittee to reserve streets in addition to their park rental for load-in and load-out based on number of deliveries and vendors involved and scope of event.
- Park Avenue Festival Street requires flaggers to redirect traffic and a Track Access Pass, PPR staff will reserve.
- Permittees that cancel their Permit 10 days or less before load-in date will not be refunded for fees paid for Track Access Permit, Street Closure(s), and flagging fees.
- One or both Festival Streets MUST be rented with another adjacent area in the park and all areas rented must be fully activated and used for the rental.
- Streets may not be closed for vending purposes only, but rather must be part of an event. *See pg. 18 under parking space reservations.*

TREE AND PLANT PROTECTION

- Permittee may not attach anything to, lean anything against nor break branches, trim or prune trees or shrubs.
- Permittee must ensure all engine and cooking exhausts are directed away from tree canopies.
- No dumping of garbage or grey water allowed in tree wells, plants or shrubs.

VENDORS AND SUB CONTRACTORS

- Permittees are responsible for all vendors/sub-contractors at the event, including damage caused by the vendor(s) while on the property, arrival/departure outside of permitted times, as well as any other violations of PP&R policy.
- Cement/paver protection is required where food is made, cooked, and served. Rubber floor mat(s), tarp(s), plywood sheet(s) may be used and must cover entire cooking, food prep and area of food delivery.

WATER ACCESS

- Director Park and Gateway Discovery Park have water access by hose. Holladay Park has no water access.

WEDDINGS

- All weddings in Director Park, Gateway Discovery Park, and Holladay Park require a permit and are considered Rate C events.

GENERAL INFORMATION

- PP&R staff has final say in placement of materials, stages, and other equipment to ensure the safety, access, and security of the park, furniture, park users and attendees.
- We reserve the right to deny a vendor.
- All fees and costs associated with an event will be the responsibility of the Permittee.
- Permittee is responsible for any site damage.
- Permittee must follow ADA rules and regulations.
- Permittee agrees to pay for all costs and/or attorney fees associated with defending or enforcing any provisions or rights under this permit agreement.
- PP&R staff may permit the use of other spaces within the park or street(s) not rented by your group to other rentals or on-site programs within the space during your permitted event.
- PP&R staff must approve all items for sale in advance.
- PP&R staff may have additional requirements and these will be communicated during permit process.
- Violation of any of the policies and/or procedures will result in your permit being revoked and may jeopardize future applications for rental of any PP&R park or facility.
- Rental policies, fees, and procedures are subject to change.

DIRECTOR PARK | 503-823-8087 | directorpark@portlandoregon.gov | directorpark.org

GATEWAY DISCOVERY PARK | 503-823-4116 | gatewaydiscoverypark@portlandoregon.gov | gatewaydiscoverypdx.org

HOLLADAY PARK | 503-823-8087 | directorpark@portlandoregon.gov | holladaypark.com

MAILING ADDRESS FOR ALL THREE PARKS | Urban Parks • 2909 SW 2nd Avenue • Portland, Oregon 97204



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Commissioner Nick Fish | Interim Director Kia Selley

